

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 062 GENERAL ADMINISTRATION
Functional Area Manager: MPO-40
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Date Last Revised: 15 August 2010
- 062 01 MEAL CARD ACCOUNTABILITY
- 062 01 001 Are the commander and meal card-issuing officer/agent
Conducting joint inventories of meal cards on the required
occasions?
Reference
MCO 10110.47, ENCL (2), PAR 4A (3)
- 062 01 002 Are meal cards serialized upon receipt and serial numbers
entered in the meal card control log?
Reference
MCO 10110.47, ENCL (2), PAR 3
- 062 01 003 Has the command designated, in writing, a meal card-issuing
officer/agent?
Reference
MCO 10110.47, ENCL (2), PAR 4A
- 062 01 004 Are meal cards recovered from personnel when required?
Reference
MCO 10110.47, ENCL (2), APP C
- 062 02 LEAVE AND LIBERTY
- 062 02 001 Has the command published a directive or established a
program on leave and liberty and does it contain the
information required by the reference?
Reference
MCO 1050.3J, CHAP 4, PAR 1
- 062 02 002 Do periods of routine leave granted exceed a total of
60 days in a fiscal year?
Reference
MCO 1050.3J, CHAP 2, PAR 5.A
- 062 02 003 Do authorizing officials and cognizant administrative
personnel understand when marines are eligible for Special
Leave Accrual (SLA) or restoration of lost leave?
Reference
MCO 1050.3J, CHAP 2 AND 9

- 062 02 004 Has the command established internal control procedures to process SLA eligibility under the category of "Other Duty," (i.e., request/verifying documentation, approval documentation, tracking method to ensure SLA requested are completed and post within MOL, maintaining supporting documents)?
Reference
MCO 1050.3J, CHAP 2, PAR 9.B.C, 9.D.AND 9.E;
MARADMIN 666/09
- 062 02 005 Do authorizing officials and cognizant administrative Personnel understand when special liberty, regular liberty, and leave can be granted? Have internal controls for check-out and check-in procedures been established to ensure requests, approvals, execution, and close out of all leave/PTAD is completed in MOL?
Reference
MCO 1050.3J, CHAP 2 PAR 4, CHAP 3, PAR 1.A AND CHAP 4, PAR 8.A
- 062 02 006 Have procedures been established to ensure Marines taking leave in conjunction with special liberty commence and terminate leave within the vicinity of the PDS?
Reference
MCO 1050.3J, CHAP 2, PAR 5.C; MCTFSPRIM, PAR 70101
- 062 02 007 Do authorizing officials and cognizant administrative personnel understand the guidelines of taking leave in conjunction with special liberty, before or after the special liberty period?
Reference
MCO 1050.3J
- 062 02 008 Do authorizing officials and cognizant administrative personnel understand which marines are eligible for transition PTAD, and when it can be taken in increments?
Reference
MCO 1050.3J, CHAP 5, PAR 1.C (11)
- 062 02 009 Do authorizing officials and cognizant administrative Personnel understand the policy regarding interrupted leave as a result of hospitalization, and how inclusive dates of hospitalization are accounted for (i.e., leave charged or not charged?)
Reference
MCO 1050.3J, CHAP 2, PAR 17
- 062 02 010 Are periods of AOL and AWOL, when excused as unavoidable, charged as annual leave when appropriate?
Reference
MCO 1050.3J, CHAP 2, PAR 20 (A) (B)

- 062 02 011 Do PCS orders or endorsements there-to on marines Authorized Leave as delay en-route contain the number of days accrued leave standing to the credit of the marine after the marine has taken the leave so authorized?
Reference
MCO 1050.3J, CHAP 4, PAR 4
- 062 02 012 Do PCS orders or endorsements there to on marines Authorized Leave as delay en-route contain the marines' leave address (ES)?
Reference
MCO P1050.3J, CHAP 4, PAR 4.A
- 062 02 013 Are "LIBERTY LIMITS" (to include a definition of "general vicinity of the post or station") clearly defined in local regulations?
Reference
MCO 1050.3J, CHAP 3, PAR 2
- 062 02 014 Are all chargeable leave periods being reported on UD or MOL?
Reference
MCO 1050.3J, CHAP 4, PAR 7.B; MCTFSPRIM, PAR 70101
- 062 02 015 Does the Commanding Officer ensure marines Authorized Leave are signing out and in properly, and not signing out prior to the end of the normal workday? Additionally, are leave requests being monitored to delineate those eligible for 1200/1201 departure/return IAW ORM guidance pertaining to leave outside the local area via privately owned vehicle?
Reference
MCO 1050.3J, CHAP 2, PAR 5.B., 5.B (2) (A)-(E);
MCTFSPRIM, PAR 70101
- 062 02 016 Does the command have intern control procedures in place to monitor the PDMRA program?
Reference
MCO 1050.3J, CHAP 6, PAR 3
- 062 02 017 Does the command ensure Marines are afforded the opportunity to use their PDMRA days prior to transfer (PCS of PCA)?
Reference
MCO 1050.3J, CHAP 6, PAR 3
- 062 02 018 Have written internal control procedures been established for the leave section, to include audit procedures, billet responsibilities, document flow within the office, and the relationship with other organizations and services?
Reference
MCTFSPRIM, PAR 103000.2; APSM, PAR 1101032